



## Delaware Emergency Management Agency Comprehensive School Safety Program

State of Delaware, Department of Safety and Homeland Security  
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### **House Bill 49, Representative Joseph E. Miro School Safety Act Compliance Check List**

Below you will find the procedures/check list for submission of documents to Comprehensive School Safety Program (CSSP) requesting approval for House Bill 49 requirements for all new school construction, and all major capital renovations exceeding \$750,000.00, and post January 1, 2019 Certificate of Necessity.

A meeting is to be scheduled by the individual submitting on behalf of the school/district within 60 days of document submission with The CSSP Team, The Architect and/or Project Manager, and school/district Facilities Manager to review and discuss all documents prior to approval. The meeting will be held at the location of the major renovation and either at the district's location, or DEMA if new construction. Please allow for at least two months for meetings to be scheduled and completed. After DEMA decision the decision will be sent to, OMB Facilities Management Section for final review.

#### **Documents to be submitted:**

1. Plans/official drawings, Bid Specs, and Finalized Building Specs emailed, and submitted in person or via mail,
2. A complete description of how each requirement below of the HB49 is met emailed, and submitted in person or mail:
  - ☐ A. A secured vestibule serving as the primary entrance to screen visitors, equipped with an intercom or voice call box and electronically released doors;
  - ☐ B. Ballistic resistant glass or other ballistic resistant material in all vestibules, lobby, and office areas used to screen visitors;
  - ☐ C. Classroom doors that can be locked from the outside using a key or magnetic card locking system. Classroom doors with double-sided locks must comply with State or national fire safety regulations; and
  - ☐ D. Installation of a panic button or intruder alert system capable of being activated from the school office and a handheld device.
3. Photos of all item(s) to be used indicating on the photos how it meets HB49 requirements emailed, and submitted in person or via mail
4. Links to the company(s) website(s) for the items being used indicating where we can find information demonstrating how this item meets the House Bill requirements.
5. Written specifications extracted from any documentation (electronic or written) from the manufacturer indicating where it can be found, and how it meets the requirements of the House Bill emailed and submitted in person or via mail. (To include dimensions and/or levels)
6. A letter from The Fire Marshal from your county indicating the locks you are using comply with State or national fire safety regulations emailed, and submitted in person or via mail
  - Please allow for at least 30 days for a decision after the meeting is held
  - Preliminary approvals will not be given prior to a final decision, and the official DEMA approval document is signed, and presented to all applicable parties.
  - Please note that previous decisions do not dictate future approvals